



Mission Statement: Meeting the challenge of protecting the environment and providing quality sewer service to the community.

**MINUTES
COMMISSIONER MEETING
September 26, 2019 at 9:00 AM**

Attendees: Commissioners Dan Lorentzen, Mariah Low and Kevin Kosche. District Staff: Johnathan Dix, Tonya Christoffersen, Tara Bighouse and Casey Mullins. District Engineers: Barry Baker & Leigh Nelson, G&O. Legal Counsel: Brad Cattle. City: Leah Everett.

1. **CALL TO ORDER** – At 9:00 AM, Commissioner Kosche called the Meeting to order.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Kosche led those present in the Flag Salute.
3. **AGENDA APPROVAL** – Commissioner Lorentzen moved to approve the Agenda as presented. Commissioner Low seconded the Motion. The Motion passed unanimously.
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail): Commissioner Lorentzen moved to approve the Consent Items A through I. Commissioner Low seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: Aug 6, 8, 22, Sept 12, 16 and 17		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$11,004.38	
Withdrawals	\$58,952.88	
Transfers	\$8,680.22	
D. Payroll	NA	
E. 40 – Maintenance	\$145,007.48	6774-6809
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$58,952.88	6810-6812
I. 60 – PWTF Principle & Interest Payment	NA	

5. PUBLIC FORUM – Non-action Items (please limit comments to 3 minutes)

Rochelle Smith with Land Pro Group on behalf of food bank. She would like to petition for a variance from the 200 feet side sewer pipe length as theirs is 225 feet and heard they may have support from staff. Johnathan Dix explained the District policy for a standard connection and when a short plat is required. He has discussed this parcel with G&O and it doesn't make sense to add up to \$2500 in added expense for a short plat when it's not necessary. Commissioner Lorentzen moved to approve staff to work with the developer to get the variance for the Food Bank. Elaine Hofstader, a Food Bank Board Member noted she has no additional comment and is excited to move forward on this.

6. OLD BUSINESS

- A. Acceptance of Completion of Decommissioning the Former WWTP – Caitlin Hubbard noted she had a conversation with Amber from Dept of Ecology after submitting pictures, etc. She has given her blessing and needs in the minutes the District accepting the project as complete so the DOE can get this finalized. Tonya commended Caitlin for her hard work and the savings to the District. Barry Baker added what the District did with the Department of Ecology has done is remarkable,

with it being outside Ecology's normal ways of permitting. Completing this work for less than one tenth of the projected price is really quite remarkable. As with any consultant, it isn't something G&O could have achieved. Tonya added she believes it's the relationships built with the Department of Ecology. Commissioner Lorentzen moved to approve the acceptance of the decommissioning of the former WWTP and lagoon as a completed project. Commissioner Low seconded the Motion. The Motion passed unanimously.

- B. SCADA Computer Engineering Contract Approval for General Manager to Sign – Caitlin Hubbard noted this contract was approved but forgot to get approval for the General Manager to sign the contract. Commissioner Lorentzen moved to approve the General Manager or their designee to sign the SCADA engineering contract. Commissioner Low seconded the Motion. The Motion passed unanimously.
- C. Draft Smoke Testing Policy – Johnathan Dix noted the draft resolution is in the packet with an added item number 4 to the draft policy. He read his prepared statement "Included in the packet is a draft policy regarding requirements for the repair of sanitary sewer services identified as being sources of I&I. I would like to mention that the version of the draft policy that is in the printed-out agenda that was handed out today is the most recent version but is different than the version that went out in the original packet. I have added what is now item 4 in the draft policy after the packet was distributed. With that said, in writing this draft policy, I researched existing District code to make sure I was not duplicating effort. I found one existing resolution that I feel partially address the issue or at least provides the framework for what this policy could be. Resolution #62's pertinent sections will be discussed for context of the framework, but the new policy would be an addition with distinction to Resolution #62. Resolution #62 identifies storm water and surface water as being prohibited from being discharged into the sanitary sewer system. This resolution also describes the methods for notification in cases where the repair of a sewer service would be required. Notification would be by Certified Mail and or physically presenting the notification. Resolution #62 allows only 30 days from notification for a customer to make the repair. Resolution #223 amends resolution #62, however, this amendment did not change the portion of Resolution #62 that addresses repairs and was only placed in the draft policy to show that there was no change that would be pertinent to our current policy discussion. Resolution #62 also allows the District to make the repair if the property owner cannot be located or has failed to make the repair after 30 days of receiving the notice. Resolution #62 also prescribes that the District's cost to make the repair shall be filed as a lien on the property and will be assessed 8% interest per annum.

After discussing policy recommendations with the Commission and with input from the District's consulting engineer, I believe that an amendment to Resolution #62 might be the best course of action rather than writing an entirely new policy, however, Legal Counsel and or the Commission may advise otherwise. The proposed amendment would include language that will provide customers a minimum of 120 days from receipt of a notice and a maximum of 180 days to make the needed repair. The proposed extended deadlines would be specific to customers identified as having service lines that have been verified as allowing I&I into the public sewer system. I believe that making a distinction between I&I and other defects is important because I&I is not immediately dangerous to life or health as could be the case with a sewer leak. This would also justify the shorter timeframe for more serious repairs. An additional recommendation is to add language that would require board action to initiate the District making the repair. This would provide the customer another avenue of recourse as they would be encouraged to address the Board directly if they feel the circumstances of their repair warrant additional consideration. The draft policy also includes language reaffirming that if the District must make the necessary repair,

the cost to do so would be filed as a lien against the property and would be charged 8% interest per annum. Another proposed addition that would be specific to this policy, but might be a good addition for sewer leak repairs as well would be if after 12 months of a lien being placed on a property, and if the homeowner has not taken any action to reimburse the Public for the repair, the District would, at its discretion, be authorized to initiate foreclosure proceedings on the property. This addition would only be used if the property owner has not made any attempt to work with the District to make reasonable payments. I have not discussed this portion of the proposed policy with legal counsel yet but will seek his input before formalizing this policy. I would greatly appreciate any thoughts, recommendations, and or questions from the Board.” (Although that is not what the District draft policy will include (30 days)) Commissioner Kosche asked is it common to amend a previous resolution and would there be advantage to amend it verses created a new resolution? Is there anything that needs to be cleaned up? Johnathan replied it would be easier to codify. Commissioner Lorentzen noted he likes the idea of amending to make it easier as well. Johnathan noted he has given Brad Cattle a draft to review as well.

- D. Vehicle Purchase Signatory Authorization – Johnathan Dix read his prepared statement “Staff requests the Board consider a motion to grant me, Johnathan Dix, the Manager of Collections and Maintenance signatory authority for the purpose of executing the required documentation for the purchase of two new Hyundai Sonata Hybrid vehicles from Lee Johnson’s Hyundai of Everett that were approved for purchase at the September 12th Board meeting.” Commissioner Lorentzen moved to approve to authorize Johnathan Dix as the Lake Stevens Sewer District signatory to sign for the purchase of the two Hyundai Sonata Hybrids from Lee Johnson Hyundai as previously approved. Commissioner Low seconded the Motion. The Motion passed unanimously.

7. NEW BUSINESS

8. MANAGERS’ REPORTS

- A. General Manager – Tonya Christoffersen reported the Audit Exit meeting was this morning and it was a good clean audit. It should be online in a week or so. She is thankful and happy with the work staff has put in to get the audit complete. She is working on a vehicle replacement policy and with the county on IT services, which should be online near the first of the year. Tonya noted Caitlin received a call from Susan Del Bene’s office regarding the wipes; they are listening to the needs to help remove language from packaging and willing to help. She is happy to see someone from Washington State and Washington DC is listening. She attended WASWD Fall Conference, it was a good conference. She was nominated for the WASWD Board and as Board Secretary. Commissioner Kosche stated it’s commendable to be asked and awarded a position.
- B. Manager of Collections – Johnathan Dix reported 358 GFC and 205 permits year to date. He read his prepared written statement “I would also like to take this opportunity to discuss the progress made so far on a recommendation for the Commission to consider extending the term of the District’s DEA as well as the vesting of connection fees from 3 to 5 years to coincide with vesting of plats. After the recommendation was made, I have reached out to other District’s to ascertain how our policy differed from theirs. Alderwood, Silverlake and Northshore Water and Sewer Districts all responded to my questions. I found that the longest DEA term of these Districts was 18 months with the other two being 12 months. In addition, none of the Districts but one vested connection fees in their DEAs. The one District that did vest connection fees only did so for the calendar year. I also reached out to PUD’s Water Operations and discussed their DE process. PUD DEAs do not expire, however, their “Letters of Water Availability” have a 5-year expiration. Additionally, PUD does not vest their GFCs, but if the GFC is set to change, they give developer the option to pay early. PUD also allows developers to defer payment of GFCs similar

to the District's now repealed Pay-As-You-Pull policy. I will be working with Brad and Leigh on a couple of policy options I hope to be able to present to the Board by the second meeting in October. Are there any questions or recommendations from the Commission that staff should consider before moving forward? This week the District approved the Inhot DEA. This project is on South Davies Road near Lift Station #12. The original DEA expired October of 2018 after the project was very close to physical completion. This required that proponent re-apply for a new DEA. Additionally, the District approved the Hintz DEA sewer plans. The Hintz plat is located on Rhodora Heights Road directly west of the Mountain View plat." He asked for recommendation from the Commission. Commissioner Lorentzen noted with the regional list station it shouldn't be an issue with people buying them up and tying up connections. Commissioner Kosche asked how much vest 3 years of GFC's has cost the District and what 5 year would cost. Johnathan noted a GFC increase would be the potential risk; with the UGA getting smaller and less buildable lots. Commissioner Kosche asked to look into the GFC's and potential risks. John will talk to legal and get back to the Commission.

- C. Treatment Plant Update – Casey Mullins reported flow just over 2.65 MGD per day. The District has switched over to two basins for fall/winter. Centrifuge update, Andritz has given a date for installation. He noted Jeff has been running the other machine, they are running out of places to put the sludge. He has dewatered almost a months' worth of sludge. He is asking for another operator. He noted he has heard it from others they feel guilty for taking time off. Commissioner Low asked how much overtime has been accrued due to the centrifuge? Tonya replied they are tracking time. Commissioner Kosche noted looking at the moving parts. Tonya added they have been talking about it. Mickie added the position is in the mid-year budget. Tonya added it's assessing the needs at the treatment plant to know what to look for when hiring. She added needing a salary survey for non-represented employee.

Tonya added she would like to read an email she received from Dan Myers who runs the Lake Stevens Community politics page, "I did the tour this morning. Casey did a really great job. He takes a lot of pride in the work they do there and was able to more than fully answer any questions I had. My background is in industrial automation, so I have a pretty decent understanding of what's going on there." "I would like to make a post about my tour and impressions and stuff. It will definitely talk about how well run and maintained this facility is". She added Dan is asking for permission to post some of the photos he took during his tour. He noted his carpool buddy commented how jealous he is about the state-of-the-art treatment plant. Commissioner Low noted with more tours maybe choosing a day a month might be a good plan moving forward.

9. **CITY REPORT** – Leah Everett, Stormwater Coordinator with the City of Lake Stevens reported the pavilion is getting concrete poured, hopefully it will be completed soon. Harvest Fest is October 31st from 5:00 to 8:00PM, she thanked the District for participating. She noted there is a very large steel buoy that has been painted like a pumpkin, this year it is getting hidden in various locations with hints on social media to figure out where it is to take a selfie. Winter Fest is December 7th on the same day as Dickens Fair. They are doing a lake outfall study and hydrating wetlands and streams, looking at climate change and finding a buffer between the high highs and low lows.

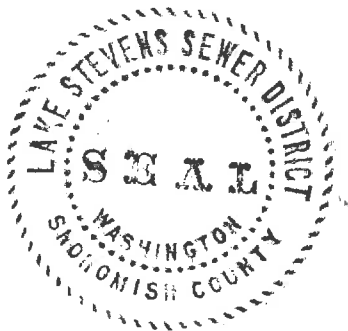
10. **COMMISSIONERS' REPORT** – Commissioner Lorentzen reiterated the great work staff has been doing for this organization. The ownership staff takes on is 110%; it's incredible. The auditors finding how great the staff is to work with and the treatment plant staff reiterates this. He attended the WASWD Fall Conference and noted how well-respected Lake Stevens Sewer District is. The people that come up to talk to the District is commendable. He added the landslide votes for Tonya as a WASWD Board Member up against someone with 20-year tenure shows the anticipated change. He

likes seeing the employees on the forefront and thanked everyone on all the work they are doing. Commissioner Low thanked staff on the Audit; good job. Commissioner Kosche noted two items; 1. The old treatment plant. He welcomes a proposal from the City on what it should look like and what should take place as well as the intent for the property. He would like to see it come to the next Utility Committee if possible. He asked who attended the WEFTEC conference from the City. Gary Petershagen replied himself, Marcus Tageant, John Spencer and Gene Brazel. Commissioner Low asked Gary if at the next Utility meeting can they give an update of the WEFTEC conference.

11. EXECUTIVE SESSION – The Commissioners will now recess into Executive Session at 9:45 AM and excused the general public; it is estimated that executive session will last up to 20 minutes. The purpose of the Executive Session, under RCW 42.30.110.i, is for contract negotiations, discussion of which in public may disadvantage the District. At the conclusion of the Executive Session, there will not be action taken by the Board of Commissioners and there will not be any announcements made. The Commission Meeting will be adjourned at the conclusion of the Executive Session.

12. CONCLUDE – The Board Meeting was concluded at 10:05 AM.

Signed at a regular open public meeting this 24th day of October 2019




Dan Lorentzen, Commissioner

Mariah Low, Secretary and Commissioner


Kevin Kosche, President and Commissioner